

Bylaws of the
Florida Voluntary Organizations Active in Disasters
FLVOAD

Article I. NAME & PURPOSE

Section 1.01 The name of this organization shall be Florida Voluntary Organizations Active in Disaster (FLVOAD). It is a state counterpart of the National Voluntary Organizations Active in Disaster (NVOAD) and encompasses the entire state of Florida.

Section 1.02 FLVOAD is not intended to be a competing agency, but an umbrella organization of existing agencies. Each member organization maintains its own independence yet works closely with other agencies to improve service and to eliminate unnecessary duplication.

Section 1.03 The purpose of this organization shall be to bring together voluntary organizations active in disaster in coordination with public/government partners and to foster a more effective response to the people of Florida in times of disaster through:

Cooperation: Creating a climate for cooperation, sharing of information and collaboration.

Coordination: Fostering a common understanding, developing procedures, and acting as a liaison with local, state, national and federal disaster relief organizations.

Communication: Publishing and disseminating information among members and local, state, national and federal entities.

Education: Increasing mutual awareness and understanding of each organization and coordinating training opportunities.

Convene: Arranging meetings, conferences and training

Legislation: Encouraging and advocating for effective disaster relief legislation FLVOAD will conduct meetings and function in accordance with the bylaws of NVOAD.

Article II. OPERATIONAL PROCEDURES

Section 2.01 The principal office of the FLVOAD shall be located at the office of the Chair or other such location as the Executive Committee may designate.

Section 2.02 The business mailing address will be the office of the chairperson as provided by the chairperson.

Section 2.03 Fiscal year will be from January 1 to December 31

Article III. MEMBERSHIPS AND DUES

Section 3.01 Designations and Qualifications

There shall be two designations of membership and one partnership designation. Membership will be contingent upon the conditions specified below and other such criteria as established by FLVOAD and NVOAD.

(a) State Member Organizations:

- (1) *A State membership may be granted to any corporation, institution or other entity pursuant to the following principles:*
- (2) *The organization shall be state wide in scope and purpose;*
- (3) *The organization shall consist of voluntary memberships or constituencies, shall have not-for-profit structure and shall have tax-exempt status under section 501 (c) (3) of the Internal Revenue Code of the United States;*
- (4) *The organization shall have a disaster response program and policy for commitment of resources (i.e., personnel, funds and equipment) to meet the needs of people affected by disaster without discrimination to race, sex, national origin, disability, religion, age and status.*
- (5) *In the event that representation is structured into districts or regional representation, its NVOAD parent organization will designate its representative to FLVOAD.*

(b) Associate Member Organizations

- (1) *An associate membership may be granted to any chartered county, district or municipal VOAD, COAD or Long Term Recovery group.*
- (2) *The organizations shall have a disaster response and recovery program and policy for commitment of resources (ie personnel, funds and/or equipment).*

(c) Partner Organizations:

- (1) *Partners may be granted to any organization with disaster planning and operations responsibilities or capabilities which does not meet the requirements for membership in State or Associate designations.*
- (2) *Partners may attend, contribute and participate in meetings. Partners may include public/government representation.*

Section 3.02 Selection, Rights and Tenure

- (a) All member organizations in all designations of membership shall be reviewed and approved by a majority vote of the Executive Committee present and voting.
- (b) Each member organization may have unlimited representation, but only one (1) vote by the member organization at each meeting.
- (c) The term of membership of Member Organizations shall be perpetual except in the instance of termination of membership as set forth below.
- (d) Termination of membership may take place under the following conditions:
 - (1) *Failure to make an annual contribution to the FLVOAD operating budget.*
 - (2) *Failure to have organizational representation at two consecutive annual meetings of the membership of the FLVOAD.*
 - (3) *By a majority vote of the Executive Committee.*
 - (4) *No longer qualify under membership definitions.*

Section 3.03 Dues and Financial Contributions

- (a) State Membership is \$100.00 due by March 1st of each year. Reminders for payment will be sent or issued by the Treasurer of the FLVOAD the first week in January.
- (b) Associate Membership is \$50.00 due by March 1st of each year. Reminders for payment will be sent or issued by the Treasurer of the FLVOAD the first week in January.
- (c) Financial contributions by partners and other organizations shall be reviewed and accepted/rejected on a case by case basis. No voting or other membership privileges shall be exchanged for financial contributions.

Article IV. MEETINGS

Section 4.01 General meeting

- (a) There will be a minimum of four general membership meetings of FLVOAD per calendar year at times and locations determined by the Executive Committee. If so designated, any meeting may be held via telephone conference call or by a combination of both.

Section 4.02 Annual Meeting

- (a) Annual meeting of the Member Organizations shall be held on a date to be determined by the Executive Committee coincident with the Florida Governor's Hurricane Conference. The purpose this meeting is to elect Executive Committee members, members at large and VOAD, COAD, and LTR Group Representatives and for the transaction of such other business as may come before a meeting.

Section 4.03 Special Meetings

- (a) Special meetings of the Member Organizations, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the Chair or by the Executive Committee, and shall be called by the Chair at the request of the majority of the Member Organizations entitled to a vote at such a meeting.

Section 4.04 Notice of Meetings

- (a) Member organizations will be notified no less than two weeks in advance of any meeting. Notification may be made via email, telephone call or mail. If mailed such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the Member Representative at his/her address as it appears on the books of the Organization, with postage thereon prepaid. Notification shall constitute proper notice for the conduct of business at any regular or annual meeting.

Section 4.05 The FLVOAD executive committee will meet at the discretion of the Chairperson. If so designated, any meeting may be held via telephone conference call.

Section 4.06 Minutes will be taken by the FLVOAD secretary or a member designated by the chairperson, in the secretary's absence. Said minutes shall be distributed via email and approved at the next general meeting.

Section 4.07 Unless otherwise stated by the by-laws, Roberts Rules of Order shall be considered the general rules for the proper conduct of meetings.

Article V. VOTING

Section 5.01 Qualifications

- (a) Each State Member Organization in good standing shall be entitled to one vote in any and all meetings of the Members of the FLVOAD.
- (b) Additionally three representatives from the associate members shall be granted voting rights to provide local perspective on voting issues by majority vote of the executive committee. Local VOADs may express interest in written form to the executive committee or may be invited based on local involvement. In as much as possible, diverse geographic representative will be chosen.

Section 5.02 Manner of Voting:

- (a) Each member Organization entitled to vote in accordance with the Terms and provisions of these Bylaws shall be entitled to one vote.
- (b) Each Member Organization shall appoint a person to represent it and to cast its vote at meetings of the Members of the FLVOAD.
- (c) Upon the request of any member representative, the vote upon any question may be by secret ballot.
- (d) All elections shall be decided by majority vote except as otherwise provided for by these Bylaws or the laws of the State of Florida.

Section 5.03 Voting Lists

- (a) Maintenance
The Secretary of the FLVOAD shall maintain an accurate and current list of the names and addresses of the Members eligible to vote. Such list shall be available for inspection at any and all meetings of the Members.
- (b) Determination
Each Member Organization shall provide to the Secretary for placement on the official voting Member Organization, the name and address of the person appointed to represent it and to vote for it at meetings of the Member Organizations of the FLVOAD.
- (c) Notification
In the event of the absence of such notification or of conflicting notifications, the Secretary, in lieu of a written proxy provided by the appointed person, should represent the Member Organization in question at any meeting of the FLVOAD.
- (d) Quorum
At any meeting of Member Organizations, more than fifty percent of the voting Member Organization Representatives entitled to vote, represented in person, by telephone or by written proxy, shall constitute a quorum.

Article VI. EXECUTIVE COMMITTEE

Section 6.01 General Powers

- (a) The business and affairs of the FLVOAD shall be managed by its Executive Committee.

- (1) *The Committee, in all cases, shall act as a board. They may adopt such rules and regulation for the conduct of their meetings and the management of the FLVOAD as they deem proper and which are not inconsistent with these Bylaws or the laws of the State of Florida.*
- (2) *The Executive Committee shall have the power to act for FLVOAD between regular meetings within the adopted guidelines of the organization.*

Section 6.02 Number and Tenure

- (a) There shall be no less than four, persons of the Executive Committee elected from the voting membership at the annual meeting. The committee members will be representatives of different Member Organizations. The Offices of Executive Committee shall be a Chair, Chair-Elect, Treasurer and Secretary.
- (b) One to three members-at-large of State Members may be appointed by the Chair and approved by the Executive Committee.

Section 6.03 Election and Term of Office

- (a) Nominees for the Executive Committee will be made at a meeting prior to the annual meeting by the voting Member organizations.
- (b) Additional nominees may be added to the slate from the floor prior to election.
- (c) Each Officer's term shall be for one year, with a maximum of two (2) consecutive terms beginning immediately upon the conclusion of the annual meeting, with the exception of the Treasurer and Secretary positions. These positions shall be elected annually with no term limit.
- (d) The Past Chair may serve for a maximum of two years in an ex-officio capacity, with no voting privileges on the executive board, except in the case of a tie.
- (e) A one-year absence from the Executive Committee must occur prior to becoming eligible following completion of a second consecutive term. Notwithstanding the Expiration of his/her term, each Officer shall continue to serve in Office until a successor shall be duly elected and shall have qualified or until his/her death or until he/she shall have resigned or been removed from office.

Section 6.04 Removal

- (a) Any Officer or agent elected or appointed by the Officers may be removed by a simple majority vote of the Executive Committee. Such removal shall be without prejudice of the person so removed.

Section 6.05 Meetings

- (a) The Executive Committee will meet at the discretion of Chair as necessary to conduct business or by any two other members of the Executive Committee.

Section 6.06 Vacancies

- (a) A vacancy may be filled by a majority vote of the Executive Committee for the unexpired portion of the term, except that the Vice-Chair shall automatically assume the position of the Chair in the in the event of a vacancy in the office of the Chair for the unexpired portion of the term.

- Section 6.07 Chair
- (a) The Chair shall be the principal executive officer of the FLVOAD and, subject to the control of the Executive Committee, shall in general supervise and control all business and affairs of the organization. He/she shall preside at all meetings of the Members and the Executive Committee. He/she shall in general perform all duties incident to the office of the Chair and such other duties as may be prescribed by the Executive Committee from time to time.
- Section 6.08 Vice-Chair
- (a) The Chair-Elect shall preside at all meetings of the FLVOAD and of the Executive Committee in absence of the Chair. The Vice-Chair shall assume the office of Chair in the event that the Chair fails to complete his/her term. The Vice-Chair shall also perform such other duties as may be assigned by the Chair or Executive Committee.
- Section 6.09 Secretary
- (a) The Secretary shall keep the minutes of the FLVOAD Member's meetings and of the Executive Committee meetings provided for that purpose. He/she shall be the custodian of the FLVOAD
- (b) He/she shall keep a register of the post office and email address of each member of all designations of Membership.
- Section 6.10 Treasurer
- (a) The Treasurer shall have charge and custody of and be responsible for all funds of the FLVOAD.
- (b) He/she shall receive and give notice and receipts for moneys due and payable to the FLVOAD from any source.
- (c) He/she shall deposit all such moneys in the name of the FLVOAD in such banks, trust companies or other depositories as shall be selected and in accordance with these Bylaws or as otherwise required.
- (d) He/she shall in general perform all of the duties incident to the office of the Treasurer and perform such other duties as from time to time may be assigned to him/her by the Chair or Executive Committee.

Article VII. COMMITTEES

- Section 7.01 Standing Committees
- (a) By-Laws: This committee shall be chaired by the Vice-Chair and provide oversight, review and recommendations to the voting membership for revision of the FLVOAD bylaws.
- (b) Membership – This committee shall be chaired by a member of the executive committee to support issues around outreach, communication, recruitment and training.
- (b) Nominating – This committee shall be chaired by a member of the executive committee to recommend and solicit involvement from the members for representation in the slate that is presented at the annual meeting for incoming executive committee members.

Section 7.02 Ad Hoc Committees

- (a) Ad hoc committees will be created to deal with operational issues and terminated, as needed, by the Executive Committee.

Article VIII. BUDGET & FINANCE

Section 8.01 The Executive Committee of the FLVOAD may set annual dues of member organizations. Dues must be paid each fiscal year of the annual meeting to allow the member organization to vote. The fiscal year shall run Jan 1 – December 31.

Section 8.02 FLVOAD is not a fund-raising nor disbursing organization. Any funds collected will be used to meet the administrative expenses of the organization.

Section 8.03 FLVOAD funds can be withdrawn only with approval by either the Chair or Vice-Chair and the Treasurer. Notification of any transaction will be recorded and made available at each quarterly meeting of the FLVOAD.

Section 8.04 In the event of the dissolution of FLVOAD, the Executive Committee serving at that time shall have full discretion to disperse any remaining funds as follows: funds are to be dispersed to a Florida-based organization or agency who has a role in disaster preparedness, response, recovery or mitigation.

Article IX. AMMENDMENTS

Section 9.01 Amendments to these by-laws must be approved by a vote of two-thirds of the Members present entitled to vote at any annual or special meeting. Proposed Amendments must be distributed to the voting member representatives no less than three (3) weeks prior to the meeting at which the amendments will be considered.

Formally adopted and approved this 14th day of May, 2015.

_____	_____
Chairperson	Chair-Elect
_____	_____
Secretary	Treasurer
_____	_____
Member at Large	Member at Large

Member at Large	